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19 November 1970

Excerpt from IAS Production Board Meeting Minutes, Thursday, 12 November 1970 (PB-M-140)

25X1 [] reported on a visit from the NPIC Historian, []
25X1 on 10 November concerning materials in IAS of historical importance to both
25X1 organizations. A copy of [] memo for the record is attached for
details of this meeting.

25X1 IAS has not been tasked to write anything at present and does not
have a full time historian. [] maintains the IAS historical file
from 1967 to present, but NPIC has an interest in documents predating the
formation of IAS as an independent organization. [] thought per-
25X1 haps employees who were in the Agency prior to 1967 might have significant
documents in their possession. IAS needs to develop safeguards to insure
that these documents are not destroyed when employees retire or leave the
Agency. Also discussed were methods for having documents available when
needed.

25X1 [] pointed out that original copies of memos and reports are
of particular interest since substance tends to become distorted or names
of people involved, dates, and background on what the subject is all about
may be lost.

25X1 [] suggested that IAS managers and supervisors stress with their
people the importance of safeguarding documents which may be of historical
value and insure that such documents are not destroyed when an employee
leaves IAS. Decisions on the value of material should be made at the
division level, and secretaries are to be notified of our needs so that there
is no inadvertent destruction. [] asked that the Division Chiefs
25X1 communicate this to their people at their weekly meetings.

We will continue to cooperate with NPIC employees involved in the
program. We would also like to see drafts prepared by NPIC on events
prior to 1967."

Declass Review by NIMA/DOD

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